REACTIVATION

Click STATUS CHANGE on the menu



Click **CONTINUE** on the blue bar above your license

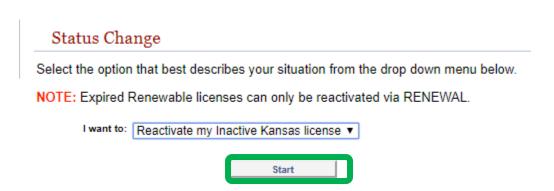
License Status Change

Select the license you would like to change the status of from the list below. Click "Continue" to proceed.

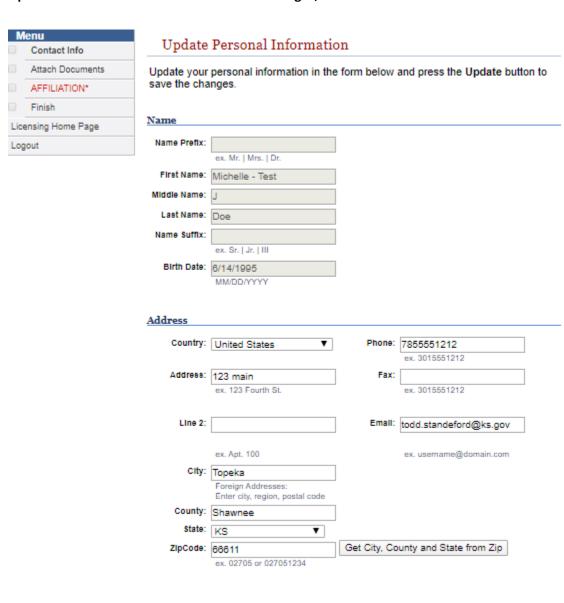
Current Licenses



Choose the reactivation option in the drop down menu, click START then click NEXT STEP



Update contact info if needed or make no changes, click UPDATE to continue



Update

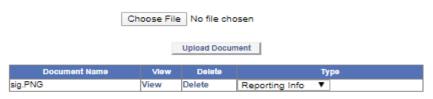
Read instructions on the ATTACH DOCUMENTS page- if you need to submit any documents, click CHOOSE FILE to select, then click UPLOAD DOCUMENT. Click NEXT STEP.

If you do NOT need to submit any documents, simply click NEXT STEP to continue

Attach Documents

- In order to reactivate your license, the continuing education requirement for your immediate past license renewal must be met.
- If your license has been inactive for TWO FULL YEARS or more, 6 hours of CE for each full year of inactivity must be on record.
- If your license has been inactive for FIVE FULL YEARS or more, you must also re-pass the licensure exam (state and national).
- If you hold a RESTRICTED license and the terms require it, your new broker must provide a letter/email to the Commission stating they have read the restriction order and agree to supervise you.

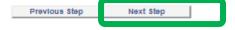
If applicable, you may upload certificates of completion for CE's not on file. Pearson Vue Exam Score Sheets and/or Broker Letters of Acknowledgement below. Failure to provide necessary documentation will result in processing delays.



Don't forget to select the document type in the dropdown list next to the document name after uploading.

If you do not have the ability to upload documents, you may email, fax or mail them to our office at the address located at the bottom of this page.

Please make reference to your license number and the renewal process on the cover sheet.



Click ADD, select OFFICE TYPE from the drop down then enter the Company/Branch Number and click SEARCH. Click the COMPANY NAME then click COMPLETE

Add New Affiliation

Select the office type and enter the company number below. Click "Search". Once you've found the new company/branch, click on the name to proceed.

Note: you must enter the entire company number including the prefix and all digits. Ex:BO00001234



Important: A Salesperson may only be affiliated with multiple companies/branches if the offices all have the same SUPERVISING BROKER.

Affiliation Information

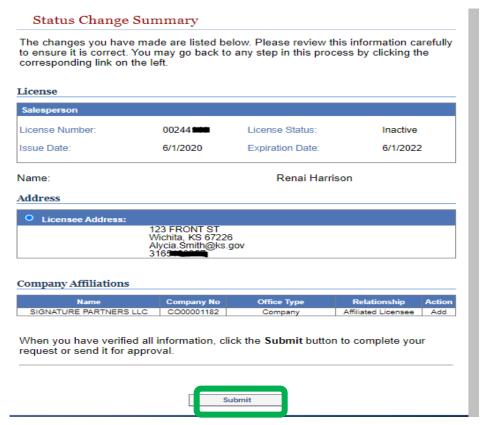
I would like to:

Add an affiliation with a new company/branch while maintaining existing affiliation(s).

| Action | Name | Company Number | Office Type | Statue |
|--------|--------------|----------------|----------------|-----------------------|
| | - | | - manu | |
| | \$ -P\$ 1.17 | | | |
| Undo | KREC Realty | CO00003011 | Company | Pending Submission |



Click SUBMIT on the Status Change Summary page to send the request to the company for approval.



No further action is needed at this time. An email will be sent to the new company for approval- once they approve your request, it will be sent to KREC for processing; most requests process automatically within 5-10 minutes of approval. You can verify whether your request is complete by searching for your record here https://licensing.ks.gov/verification_krec/.

